

**THIS FORM IS A SAMPLE ONLY. All grant recipients receive a midterm and final report form that is customized for their projects. It is attached to the Grant Agreement, and is also e-mailed to grant recipients after the grant is awarded.**

**Attachment A (Part I & Part II)**  
**REAP Conservation Education Program**  
**Part I—Midterm and Final Report Form**

*Please submit this completed form, along with Part II for the midterm report, via e-mail to [Salterberg@uni.edu](mailto:Salterberg@uni.edu). If you include other documents, if possible please paste them at the end of this report rather than as a separate attachment.*

**Grant Recipient (organization name):**

**Project Title:**

**Report Prepared by:**

**Project Number:**

**Date Submitted:**

**Check one:**

☐ Midterm report (covering xxxxxxxx activities) **DUE: SEE YOUR CUSTOMIZED FORM**

☐ Final report (covering xxxxxxxx activities) **DUE: SEE YOUR CUSTOMIZED FORM**

Note: Your Final Project Billing Form and back-up documentation will be due to Susan Salterberg (CEP contract monitor) on XXX., XX, XXXX. Mail the billing information to: Susan Salterberg, 4059 Stewart Rd., Iowa City, IA 52240. See Grant Agreement, Attachment B, for the Billing Form.

**1) Objectives and activities**

The REAP CEP Board expects all work outlined in your original proposal to be completed. At a minimum, briefly explain activities completed to date for the following, as well as the percent of total work completed to date. Include what is going well, and explain. Also include challenges, and explain. Add other objectives as you deem appropriate.

**SEE YOUR CUSTOMIZED FORM**

<b>EXAMPLE</b> #1: Market REAP CEP and workshops (i.e., public communications)  <b>Activities:</b> 1) Seven news releases published in: Iowa Reading Association, Iowa Middle Level Educators and Iowa Recycling Association newsletters as well as in the Creston, Clear Lake, Dubuque and Davenport newspapers. 2) Two workshop announcements published in Iowa Environmental Council listserv and in Iowa Conservation Education Council newsletter  <b>Additional explanation:</b> The releases sent to local newspapers generated a lot of inquiries, and subsequent registrations from teachers. I will definitely do this again. The challenge is to get more middle school teachers enrolled, as they are the target audience, but seem to be more pressured than el ed teachers with NCLB requirements.	<b>Percent completed to date</b>  80%
<b>#1:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	

<b>#2:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	
<b>#3:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	
<b>#4:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	
<b>#5:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	
<b>#6:</b>  <b>Activities:</b>  <b>Additional explanation, if needed:</b>	

**2A) Are there changes in the direction of your project** (i.e., something different than outlined in your grant proposal)?

☐ Yes      ☐ No

**2B) If yes, please explain the changes and the reason for them:**

*Note: Any major changes must be approved by the Board as soon as possible.* Contact CEP Contract Monitor, Susan Salterberg, at [Salterberg@uni.edu](mailto:Salterberg@uni.edu) or 319-337-4816 to determine whether board approval is needed for your proposed changes.

**3A) Is the project on schedule?**    ☐ Yes      ☐ No

**3B) If no, please explain:**

**4A) For midterm only: Are matching funds coming in for your project as anticipated and as outlined in your proposal?**    ☐ Yes    ☐ No

**4B) If no, please explain:**

**For midterm reports, go to Question 9.**

**5) Final report only: Please describe the contributions of third parties and of your organization to this project. List the contributors and their estimated financial contribution. Explain each contribution, if a non-cash contribution.**

<b>Name of organization</b>	<b>Cash contribution</b>	<b>Matching contribution (non-cash)</b>	<b>Explanation, if non-cash</b>
Example: Iowa Talented and Gifted Assoc.		\$500	Provided 10 hrs. of assistance reviewing curriculum materials valued @ \$20/hr.
<b>TOTALS:</b>			

**6A) Final report only. Please provide at least one concrete example of how your project met one or more of the environmental education goals listed below.**

- Understand environmental processes and systems (such as the earth as a physical system, the living environment, humans and their societies, and/or environment and society)
- Develop skills for understanding and addressing environmental issues
- Understand personal and civic responsibility
- Develop lifelong learning skills such as critical thinking, questioning and analysis skills
- Understand that human well-being is tied to environmental quality
- Understand and forge connections with their immediate surroundings
- Conserve and protect Iowa's resources

(Example: The "Project X" helped students develop skills for understanding and addressing environmental issues, understand personal and civic responsibility and forge connections with their immediate surroundings. This was made possible through service-learning projects. Nearly all of the 260 students involved with Project X devoted a combination of around 10,000 hours on service-learning projects in their communities...from picking up litter and establishing recycling programs to selling used books and giving money earned to a charitable cause working on humanitarian and environmental causes.)

**6B) Final report only. Testimonials from people influenced through your project help the CEP Board substantiate the need for this program. Please provide one but no more than three testimonials that address one or more of the environmental education goals listed in 6A. If possible, include identification information such as name, grade and subject taught, school and city. If you provide this information, you are responsible to secure written permission from the person quoted for use of the testimonial by REAP CEP.**

(Example: "My reactions ... were feelings of reward as I witnessed all my students (even the students who are toughest to keep on task and to keep motivated), totally involved and excited to perform a positive service for others. I will definitely do the...research and reporting project next year, along with another project related to waste management with my seventh graders."—Margaret Hogan, 7<sup>th</sup> grade, Dyersville-Beckman High School, Dyersville)

**7A) Final report only. (Please read Questions 7A, 7B and 7C before responding.)**

**Please summarize your project in three or fewer pages. This summary should include the following (including the headers), in the order shown below. Your honesty and frankness will be appreciated, and will help strengthen environmental education in Iowa.**

- **Project title and Project number:**
- **Organization's name, contact person, website, phone and e-mail:**

- **Project's purpose and targeted audience:**
- **Reflect on your project, providing a self-assessment.** At a minimum, answer the following questions: Did your project go as planned? Explain what went well and why. Explain what you would do differently if you did the project again, and why.
- **Please list the most relevant outputs,<sup>1</sup> and explain, if necessary.**
- **Please list the outcomes,<sup>2</sup> and explain, if necessary.** Be sure to include the outcomes outlined in your grant proposal.
- **Were there any negative outputs or outcomes, and/or concerns about the accuracy of your evaluation data, which you did not list above?** If so, please identify the most relevant ones and explain.
- **Identify your one to three most effective marketing tools (i.e., conferences, e-mails, flyers, news releases in local papers), describe your use of them, and why they were effective.**
- **At least one but no more than three photo(s) of activities in jpeg format.**

**7B) The REAP CEP Board wants to share your successes and lessons learned with other environmental educators. However, they respect your wishes to not share on the web potentially sensitive information that you may not want readily accessible to others. With this in mind, may the summary you have written (as well as the photos submitted) for 7A be published on the REAP CEP website?**

☐ Yes ☐ No (If no, please see 7C.)

**7C) If no, please omit the sections and/or revise the above summary for publication on the web. Include the revised section below.** *Note: The primary audiences for the REAP CEP website are formal and non-formal educators, who may be able to learn from your experiences—both positive and negative.*

**Please carefully write and review your summary to ensure it is in publishable format.**

**8) Final report: Please include attachments, including a copy of your evaluation form(s), your complete evaluation results, and a minimum of one photo in jpeg format. Some of this information may be published on the web, along with your project summary. Please clearly mark any attachments you do NOT want included on the website.**

**9) Midterm report: Include a completed Project Expenditure Summary with your midterm report.** (See next page.)

**10) Other comments?**

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<sup>1</sup> Measurements of production, such as number in attendance at a workshop.

<sup>2</sup> What important things happen as a result of the project, such as a documented change in behavior or new concepts learned.

## Part II—REAP CEP Midterm Project Expenditure Summary

For your **midterm report**, please submit this completed form, along with Part I, via e-mail to [salterberg@uni.edu](mailto:salterberg@uni.edu) by xxxxxx. The midterm expenditure report may be close estimates of REAP CEP expenses to date. This is not an official auditing document.

For your **final report**, please submit the Final Project Billing Form and back-up documentation to Susan Salterberg within 60 days of project completion. (Due XXXXXX.) Mail the billing information to: Susan Salterberg, 4059 Stewart Rd., Iowa City, IA 52240. See Grant Agreement, Attachment B for a copy of the Billing Form.

**Grant Recipient (organization name):**

**Project Title and Number:**

*Do not include non-REAP CEP expenditures* in the table below. E-mail to [Salterberg@uni.edu](mailto:Salterberg@uni.edu).

Budget Line Item (A)	Approved Budget (B)	This Period Expenses (C)	Year-to-date Expenses (D)	Remaining Balance (B-D) E
1. Personnel (Salary and Fringe)				
2. Travel				
3. Supplies				
4. Other				
5. Indirect costs				
6. Total				

**Note:** *Changes in the proposed budget that deviate from any line item by 10% or more must be approved before the expenditure occurs.* Contact CEP Contract Monitor, Susan Salterberg, at [Salterberg@uni.edu](mailto:Salterberg@uni.edu) or 319-337-4816 to request changes. She may approve small changes and subsequently inform the REAP CEP Board. If she is uncertain, she will present those requests to the REAP CEP Board and inform grantees of Board's decision. The Board may request additional information, and may or may not negotiate a revision to the contract to allow for expansion or modification of services. If a revision is granted, no increase in the total amount of the grant award shall occur. Once approved, the DNR director or the REAP CEP coordinator will provide a written amendment to the agreement.

Susan Salterberg, CEP Monitor, shall be your first contact regarding changes to the proposed budget.